

Intern (Full-time) Venture Education

Venture Education empowers education in Asia. Headquartered in Beijing, Venture is an award-winning market intelligence consultancy with a diverse team of innovative educators, researchers, and project leaders. We improve global education through sharing the latest data, best practices, and sector trends. The clients we work with include international governments, universities, school groups, and well-known global organisations.

As an intern at Venture, you will have the opportunity to be involved with the various aspects and inner workings of a small, fast-paced consultancy. You will support Venture's core services including events, client relations, and market intelligence research. This role is ideal for anyone interested in business side of education, or anyone else with a spirit of adventure and an appetite for learning and fast growth.

Responsibilities:

1. Client Management Support
 - Assist in providing services and support for Venture clients to engage, promote, and add value to them.
 - Assist in the preparation of social media posts, presentations, proposals, etc. for clients.
 - Support the team in generating ideas, developing, and implementing outreach strategies to engage new and existing clients.
2. Venture Events Support
 - Provide logistical support for Venture online and offline events
 - Engage in communications and operational tasks to maximize event impact.
3. Market Intelligence Research
 - Support in generating ideas, conducting research, compiling distribution and lead lists for Venture research team.
 - Create engaging content, subscriber features, and formatting for upcoming Venture reports and guides (e.g., "Wellbeing in Schools" guide)
4. Other Supporting Duties:
 - Supporting other departments in requested and approved work.
 - Assist in maintaining Venture website and CRM.

Key Requirements:

- Native or near-native English speaker with excellent written and verbal skills.
- Strong attention to detail in writing, proofreading, and copy-editing.
- Quick learner with the ability to research and assimilate new subjects.
- Ownership of projects and delivery of high-quality outcomes.
- Efficient planning and organisational skills to meet deadlines.
- Ability to multitask, work quickly, and collaboratively.

- Enterprising, solution-positive, and able to handle a bit of pressure now and then
- A positive presence in the office. Enthusiastic, able to work in a diverse international team, and open to regularly eating noodles for lunch.

Preferred Attributes:

- Chinese language and cultural proficiency.
- Experience in the China and/or UK education sector.
- Previous research or internship experience.
- Problem-solving, creative, can-do mindset.
- Bonus: Familiarity with design, website builders, and/or CRM tools.

Benefits:

- Gain valuable experience and outcomes for future career opportunities.
- In-depth experience in a leading innovative consultancy.
- Develop diverse skills including client management, event planning, and commercial research.
- Work with a very diverse and knowledgeable team.
- Develop hands-on understanding of the Chinese and international education market, policy and regulations, and school sector.

Details:

- **Reporting to:** Managing Director
- **Period:** Preferably a minimum of 3 months, starting Jan 2025
- **Salary:** 150rmb per working day
- **Hours:** 9-6pm
- **Location:** Beijing office (near Liangmaqiao)

We're a tight-knit, collaborative team that is driven by making ideas into reality. We like our workplace culture and we guess you will too.

If you are interested in applying, please email your cover letter and CV setting out your motivations and suitability to recruitment@ventureeducation.org. Thank you!